

# COUNTY FAIR BUILDING GRANT PROGRAM



## APPLICATION PACKET

**Application available online at [www.arkansas.gov/drs](http://www.arkansas.gov/drs)**

FISCAL YEAR 2007  
DEADLINE: AUGUST 25, 2006

**STATE OF ARKANSAS  
DEPARTMENT OF RURAL SERVICES  
ARKANSAS RURAL DEVELOPMENT COMMISSION**

### **THIS PACKET INCLUDES THE FOLLOWING:**

- COUNTY FAIR BUILDING GRANT PROGRAM GUIDELINES
- COUNTY FAIR BUILDING GRANT PROGRAM APPLICATION
  - APPLICATION FORM
  - CERTIFICATION LETTER FORM
  - RESOLUTION FORM
  - APPLICATION CHECKLIST

**See Guidelines Page 3  
for  
Important  
Information on  
Request Restrictions  
and Eligibility**

## **Arkansas Rural Development Commission and The Department of Rural Services**

The Department of Rural Services (DRS, formerly the Office of Rural Advocacy) is a state agency charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, DRS assists local agencies in rural areas with information and technical assistance. Currently, more than 82% of Arkansans live in rural areas.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from around rural Arkansas charged with overseeing the programs of DRS. Seven of its members are appointed by the Governor, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve five-year terms, and meet throughout the year to discuss rural issues that affect Arkansans.

The mission of these two groups is to ***"Enhance the quality of life in rural Arkansas."***

One focus of the agency is to be a source of information for rural citizens and provide support services to rural communities. DRS publishes a quarterly newsletter that covers rural policies and topics. The agency also hosts an annual conference and local forums around the state throughout the course of the year.

In May of 2000 the Department of Rural Services in partnership with the Federal Reserve Bank of St. Louis published the Arkansas Community Resource Guide. This guide provides information about state and federal agencies, non-profit foundations, and other organizations that provide funding and technical assistance for community development projects.

The other focus of the agency is to provide funding for worthwhile projects in rural communities through a variety of grant programs. One such program is the Arkansas Rural Community Grant Program. Since this grant's inception, more than \$6 million has been awarded to communities in all 75 counties. When the local community matches are added in, this grant program has generated more than \$12 million dollars toward enhancing rural communities.

## **General Information and Eligibility**

The County Fair Building Grant Program is designed to assist rural county fairs with the construction and improvement of buildings through incentive grants on a matching basis. County Fairs located in counties with a **population of less than 55,000** are eligible for up to **\$4,000 per fiscal year** on a 50/50 matching basis.

County fair organizations wishing to apply for a grant under the CFBG program are required to apply through their county judge's office. To be considered eligible, all applications must be signed by the county judge and approved by the quorum court.

Grant funds may not be used to reimburse any part of the project already purchased or constructed.

No part of the project or expense of match funds may occur until after the community has been notified that the grant application has been chosen for funding.

## **What Type of Projects are Eligible?**

- Construction, renovation or general improvements of county fair buildings or purchase of items shown to directly improve the building or the services that the county fair association may provide.

Examples include construction or renovation of livestock or exhibit buildings, concession stands and ticket booths, restroom facilities, auditoriums and pavilions. Also eligible may be the purchase of equipment such as doors, windows, siding, roofing, lawn mowers, toilets, showers, bleachers or other seating, major appliances (stoves, ovens, freezers, refrigerators, etc.)

## **What Type of Projects are Ineligible?**

- Projects for rodeos, or fairs operated by private individuals or corporations
- State Fairs
- Operating or Utility costs

**Note: If you are not totally positive that your project is eligible, please call and speak to a Grants Coordinator at 1-888-787-2527**

## **Funding Availability**

Applicants with an eligible project may apply for up to \$4,000 in state matching funds toward a single project each year. As the grant pool is severely limited this fiscal year, it may sometimes be necessary to make awards of less than the amount requested and some projects unfortunately cannot be funded at all.

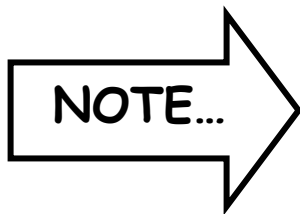
### **Is there a Matching Requirement?**

The County Fair Building Grant is a 50/50 matching program. This requires that the applicant must be able to match the grant award with a like amount of cash, in-kind labor, donated materials or land (fair market value, based on verifiable documentation provided by the applicant.)

For purposes of this program, a match is defined as a combination of donated labor, donated land, donated materials, or cash to comprise at least 50% of the cost estimate provided by the community. Materials or labor not listed on the cost estimate of the application cannot be used as match. Local donations are defined as gifts given by local residents or locally based businesses for the purposes of the projects outlined in the applicant's grant proposal.

The match must be derived locally and can be:

- appropriated in full by the local governing body (quorum court);
- donated by local businesses and citizens;
- money raised through fund-raisers; or
- a combination thereof.



All matching funds must be pledged at the time of application submission and be immediately available if an award is received. Debt financing of any nature and proceeds from any other state grant programs cannot be used for matching purposes.

It is important to note that the local match does not have to be entirely in cash. In-kind donations of project equipment, labor, land, and materials will be accepted based on fair market value estimates provided by applicant and verified by DRS staff. For land, buildings, and donated labor to be eligible as match, they must be part of the project and must be included in the cost estimate of the project.

**REMEMBER:** A fair association cannot begin on any part of the project until they have received their grant funds.

### Example of a PROPER Match

Cost Estimate:

Building Material	\$ 4,000
Labor to Construct or Renovate	\$ 3,000
Professional Electrician	\$ 1,000
	<u><b>\$ 8,000</b></u>

Funding Source Breakdown:

Donated Labor	\$ 3,000
Cash on Hand	\$ 1,000
Requested from CFBG	<u>\$ 4,000</u>
	<u><b>\$ 8,000</b></u>

*Labor should be included on both the cost estimate and funding source breakdown if it is donated. If the applicant has to pay for labor, then it is only part of the cost estimate. Additionally, the applicant has broken down the cost of the building into **material cost and labor cost**, allowing them to match dollars with donated labor, but still have enough cash to pay for materials.*

Please note: A total project cost, with match, *does not* have to equal \$8,000. It can be more or less. However, if the total project cost is more than \$8,000 the applicant should provide proof that the entire project can be funded. For example, if the total project cost is \$15,000, the applicant may apply for \$4,000 but should still show how the additional \$11,000 is being funded. Therefore, an applicant should only apply for what can be completed and funded within the project timeline of one year.

### Current Allowable Expenses for Donated Labor

Community Labor being Donated                      up to \$17.19 per hour  
(round down if it's easier to work with)

Professional Labor being Donated

Ex:    Dozer/Dirt Work  
       Electrical  
       Plumbing  
       Carpentry  
       Welding

Amount they would normally charge  
(discretionary)

## **Application Process**

### **WHEN can we apply?**

Fiscal year 2007 applications will be accepted beginning in February and ending August 25<sup>th</sup>, 2006. If there is any special deadline extension, all county judges and county fair board presidents will be notified. All applications must be received or postmarked by 4:30 p.m. on the day of the designated deadline or they will not be accepted. Faxes of entire applications will not be accepted.

### **SUBMITTING an Application**

Applicants must gain the approval of their county judge and the application **must** be signed by the county judge, who will be ultimately responsible for the grant should it be received. This process includes completion of the application form and presentation of it to the quorum court. The county judge must affix his/her signature to the following documents for the application to be considered complete:

- certification letter
- resolution
- application

Applicants must submit an original application with original signatures plus 1 copy.

## **Application Review and Awards Presentation**

Applications are numbered and inspected for completeness and eligibility in the order received by the Department of Rural Services. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well in advance of the deadline to allow DRS staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received postmarked after the deadline date will not be eligible for consideration.

After staff review for completeness and eligibility, applications undergo a three step review process. Following final review and approval, the grants are awarded by the Governor at a ceremony scheduled by DRS.

<p><b>REMEMBER:</b> A fair association cannot begin on <u>any</u> part of the project until they have received their grant funds.</p>
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## **Documents needed for a Complete Grant**

In addition to the grant application with all questions answered fully, applicants must include the following in order for the application to be complete:

- A signed Certification Letter, enclosed with application, signed by the county judge.
- A Resolution passed by the quorum court enclosed with application. The Resolution must have the county judge's signature and the signature/seal of the county clerk.
- An 8.5"x11" map of the area to be served by the proposed project.
- Articles of incorporation or other comparable document indicating legal standing of fair association.
- A deed, title, or other instrument showing proof of county fair association/public ownership. This may include intent to donate letter from a private individual or a lease that extends for more than 10 years. **This requirement does not apply to requests for equipment purchases.**
- Items of public input support. This could include support letters for the project from the local community's state senator, state representative, members of the community, collaborators involved with the project, etc. Also accepted are petitions with signatures of support. At least ONE letter is required, but a community may have as many as it chooses.
- Backup documentation for ALL items listed in the project cost estimate. Cost estimate items (purchased or donated) must be confirmed by a professional. Only one bid is required for each item. Estimates can be confirmed with a published advertisement or professional estimate. Cost estimates without professional estimate documentation will not be accepted.
- Backup documentation for ALL items listed in the applicant's funding source breakdown (local match). This includes copies of bank statements for cash, letters indicating pledges of cash, and letters of intent to donate all materials, land and labor being donated. Applicants must show they have raised their entire portion of the match in order to be eligible.

## **Helpful Hints and Things to Remember**

- ❖ There is a major reduction in the funds available for distribution this fiscal year. Because of this, the guidelines have been changed to allow for the eligibility of different types of general improvement projects. It is important to call the Grants Coordinator before beginning to write any proposal to assure that the project in mind is indeed eligible.
- ❖ Use only paper clips, binder clips or staples. Fancy binding is unnecessary and will be removed.
- ❖ Type the application.
- ❖ Put everything on the checklist in order and label all backup documentation clearly.
- ❖ Include good documentation of public support.
- ❖ Please remember to include the original and one copy when submitting an application. Also keep a copy for your own records.
- ❖ The grants may not be used to reimburse any part of the project already purchased or constructed. No part of the match can be completed until the community is notified that the grant application has been chosen for funding.



Questions about the grant program?  
Not sure if your project is eligible?  
Need to ask about the application process?  
Give us a call toll-free at 1-888-RURAL-AR

Write us at:

101 East Capitol, Suite 202  
Little Rock, AR 72201

Or e-mail us at:

[Rural.Arkansas@arkansas.gov](mailto:Rural.Arkansas@arkansas.gov)



## **Reporting Requirements and Responsibilities**

In compliance with Act 1009, project funds will be expended through a fund established on the books of the county clerk. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the county judge and remain on file in the office of the county judge for three years or until audited, whichever is later.

**All project expenditures must be completed within 12 months after the date of the award.** A final report, including cancelled checks and receipts of all funds expended, along with the state's one-half of any unspent funds, must be submitted by the county judge to DRS and subsequently to the Chief Fiscal Officer of the state. This must be done no more than 60 days following the project's completion or within the one-year period of the grant award, whichever comes first.

There are some instances in which an awardee needs more time to complete their project. The items listed in the application may have changed or the original estimate may have changed. To solve these problems a letter can be written to the Director for consent to extend the time frame in which the project would be completed or to purchase other items not listed on the application.

**Office Use Only**

Control # \_\_\_\_\_

☐ Complete / Eligible  
☐ Incomplete / Ineligible  
☐ No Open Grants

## **Arkansas County Fair Building Grant** **Application**

County \_\_\_\_\_ Population of County \_\_\_\_\_

State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_

State Representative \_\_\_\_\_ House District Number \_\_\_\_\_

County judge's name \_\_\_\_\_

Location of County Fair Grounds (town or city name) \_\_\_\_\_

Amount for which you are applying \$ \_\_\_\_\_

Amount to be provided by applicant \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

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What is the project for which you are applying? (Briefly describe)

Why is the project needed? Please include discussion of any emergencies or urgent needs.

**What funding and other resources will be used to maintain and operate the project in the future?**

**Will the building be used for any other activities throughout the year? Please explain.**

**If a building project, is the building ADA accessible?** Yes ☐ No ☐  
**If No, please explain the association's plans for making it ADA accessible.**

**List other equipment, facilities, and other resources currently being used that are relevant to your application and what condition they are in.**

### COST ESTIMATE BREAKDOWN

Please itemize the cost estimate for the project below as much as possible. You may add extra sheets if necessary. **Backup documentation for each line, including in-kind materials and labor, is required** (professional estimates, catalog pages, letters of intent to donate, etc.)

<u>Item</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$ \$ _____

### FUNDING SOURCE BREAKDOWN

**Must include back-up documentation that shows how the total project will be funded** (i.e. bank statements, letters of intent to donate, resolution with appropriation listed, etc.)

Requested from County Fair Building Grant	\$ _____
In-kind labor	\$ _____
In-kind materials	\$ _____
Community Cash Donations	\$ _____
County Appropriation	\$ _____
Other Funding Sources (please list)	\$ _____
TOTAL FUNDING SOURCE BREAKDOWN	\$ \$ _____

List the name, address, phone and fax numbers of two contact persons who are knowledgeable about the application. **The third column is for the county judge.**

**NOTE:** The individual listed in column one will receive all correspondence regarding application status in addition to the county judge or mayor (who will receive all original correspondence). Individuals in column two will only be contacted if DRS staff are unable to contact the individual in column one.

<b>Contact Name</b>	(1)_____	(2)_____	(3)_____
<b>Title</b>	(1)_____	(2)_____	(3)_____
<b>Address</b>	(1)_____	(2)_____	(3)_____
<b>City, State, Zip</b>	(1)_____	(2)_____	(3)_____
<b>Day Phone</b>	(1)_____	(2)_____	(3)_____
<b>Evening Phone</b>	(1)_____	(2)_____	(3)_____
<b>Fax</b>	(1)_____	(2)_____	(3)_____
<b>Email Address</b>	(1)_____	(2)_____	(3)_____

**ADDITIONAL INFORMATION NEEDED SHOULD THIS APPLICATION BE FUNDED**

Local Newspapers:	(1)_____	(2)_____
Address:	(1)_____	(2)_____
City / State / Zip:	(1)_____	(2)_____

**With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Arkansas Rural Community Grant Program. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.**

\_\_\_\_\_  
Signature of County Judge / Date Signed

\_\_\_\_\_  
Signature of Contact Person / Date Signed

Please carefully review the application and be sure that you have completely answered every question. This document must be postmarked with all backup documentation required no later than 4:30 p.m. on the application deadline. The Department of Rural Services must receive an original copy along with 1 additional copy. FAXES WILL NOT BE ACCEPTED. Please mail applications to:

**County Fair Building Grant  
101 East Capitol, Suite 202  
Little Rock, AR 72201**

## **CERTIFICATION LETTER**

Date \_\_\_\_\_

County Fair Building Grant Program  
c/o Department of Rural Services  
101 East Capitol, Suite 202  
Little Rock, AR 72201

Dear Members of the Arkansas Rural Development Commission:

On behalf of \_\_\_\_\_ County, I am writing to request your assistance in securing a state matching grant under the County Fair Building Grant. Proceeds from the \$\_\_\_\_\_ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

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The \_\_\_\_\_ County Fair Association has furnished proof that they have raised \$\_\_\_\_\_ through local cash and/or in-kind donations as their matching share on the project and the Quorum Court of \_\_\_\_\_ County agrees to provide the remainder funds necessary to complete the state matching requirements. Further, we have read the application fully and have determined that the \_\_\_\_\_ County Fair Association is eligible to apply for and receive funds under this program.

I designate myself, County Judge of \_\_\_\_\_ County as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of \_\_\_\_\_ County, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Thank you for your consideration.

Sincerely,

County Judge (signed) \_\_\_\_\_

County Judge (printed) \_\_\_\_\_

Phone Number \_\_\_\_\_

Enclosures

## **RESOLUTION PASSED BY QUORUM COURT**

*Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit. Resolutions may be transferred directly onto this form or presented in the quorum court's usual format, but they must retain this exact language.*

**RESOLUTION #** \_\_\_\_\_

Be it resolved by the Quorum Court of \_\_\_\_\_, County, State of Arkansas a resolution entitled: \_\_\_\_\_

A Resolution authorizing the County Judge of \_\_\_\_\_ County to apply for a grant of behalf of the \_\_\_\_\_ County Fair Association.

Whereas, the \_\_\_\_\_ Quorum Court has determined that the \_\_\_\_\_ County Fair Association meets eligibility requirements necessary to apply for a grant under the County Fair Building Grant; and

Whereas, the \_\_\_\_\_ County Fair Association has presented plans to (description of project) \_\_\_\_\_; and

Whereas, the Quorum Court of \_\_\_\_\_ County recognizes the need for the project, concurs its importance, and supports the \_\_\_\_\_ County Fair Association in its efforts to proceed with the same; and

Whereas, the \_\_\_\_\_ County Fair Association has furnished proof that they have raised \$ \_\_\_\_\_ through community cash and/or in-kind donations to be applied to the project as a local match **(if applicable)**;

Therefore, be it resolved that the Quorum Court of \_\_\_\_\_ County hereby appropriates the sum of \$ \_\_\_\_\_ to complete the local match money requirement for the project described herein **(if applicable)**;

Be it further resolved, that the County Judge of \_\_\_\_\_ County is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purposes of securing state grant funds in the amount of \$ \_\_\_\_\_ to aid and assist the \_\_\_\_\_ County Fair Association in executing the proposed project described herein and that the County Judge or Recorder/Treasurer of \_\_\_\_\_ County is further authorized to administer the grant funds for the same project.

**THIS RESOLUTION ADOPTED IN REGULAR SESSION:** \_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Signature of County Judge/Typed name of County Judge

**ATTEST:**

\_\_\_\_\_  
Signature of County Clerk



## **CHECKLIST FOR A COMPLETE COUNTY FAIR BUILDING GRANT APPLICATION**

In addition to the grant application, communities must include the following in order for the application to be complete. **Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration.**

*Please use this sheet to double check that all required information is submitted:*

1. \_\_\_\_ **Signed Certification Letter (enclosed with application) from the county judge.**
2. \_\_\_\_ **Certification Letter has current calendar year date on it and is signed by the county judge**
3. \_\_\_\_ **Resolution passed by the quorum court and signed/notarized by the county judge and the county clerk.**
4. \_\_\_\_ **Resolution is numbered and has current calendar year date on it.**
5. \_\_\_\_ **An 8.5" x 11" map of the area to be served by the proposed project is included.**
6. \_\_\_\_ **Articles of Incorporation or other comparable document indicating legal standing of fair association.**
7. \_\_\_\_ **A deed, title, or other instrument showing proof of public ownership is included.**
8. \_\_\_\_ **Items of public input support included.** This could include support letters for the project from the local community's state senator, state representative, members of the community, collaborators involved with the project, etc. Also accepted are petitions with signatures of support.
9. \_\_\_\_ **Backup documentation for ALL items listed in the project cost estimate.** This includes written professional estimates for all items the applicant is purchasing and letters of intent to donate all materials and labor being donated. Only one bid is required for each item.
10. \_\_\_\_ **Backup documentation for ALL items listed on the funding source breakdown (local match).** This includes copies of bank statements for cash, letter indicating pledges of cash, and letters of intent to donate all materials and labor being donated. Applicants must show they have raised their entire portion of the match in order to be eligible.
11. \_\_\_\_ **The original grant is mailed PLUS one copy of the entire application packet.**